



To: Tom Kneeland
Members of Council
City Attorney

From: Joann Bury
Director of Finance

Date: August 12, 2019

Department of Finance Action Item:

Action Item #1 – Supplemental Appropriations Bond Capital Improvement Fund

A final reconciliation of the 2015 bonds has been completed and through the end of July 2019 there is an additional \$33,197.30 of premium and interest earnings that have not been appropriated. The following action is the final action needed to fully expend all proceeds plus any interest earned to date. Of the amount remaining \$887.83 is premium received upon issuing the bonds that needs transferred to the Bond Retirement Fund. According to Ohio Revised Code any premium generated by the sale of General Obligation Tax Exempt Bonds must be used for issuance costs and debt service on the bonds. The remaining \$32,309.47 is interest that has been received to date that was not previously appropriated that may be used for the capital improvement. I am respectfully requesting a supplemental appropriation in the amount of \$33,197.30 from the unappropriated/unencumbered balance of the Bond Capital Improvement Fund - 3240 to the Bond Capital Improvement Fund Capital Project/Improvement account – 324.06.000.5505 in the amount of \$32,309.47 and the Bond Capital Improvement Fund Transfer Out – 324.06.000.5900 in the amount of \$887.83 and authorization to transfer said funds to the Debt Service Fund – 4310.

Action Item #2 – Supplemental Appropriations AEP Electric Charging Station Grant

The City has been approved for AEP Ohio's EV Charging Station Incentive Program. The program provides 100% reimbursement for the installation of electric vehicle charging stations at public sites, workplaces and apartment complexes. The purpose of the program is to not only encourage the installation of the charging stations but to also gather information about how they are utilized by Ohio customers. Grant Crawford has been working with AEP representatives to select an AEP approved vendor for the purchase and installation of the stations and can answer any questions about the vendor, stations and locations. I am respectfully requesting a supplemental appropriation in the amount of \$258,556 from the unappropriated/unencumbered balance of the General Fund – 1010 to Public Service General Services

Capital Projects/Improvements 101.11.440.5505. I am also requesting a waiver of second reading to ensure the timing of the installation is in accordance with the program requirements.

Action Item #3 – Motion Resolution to Transfer Appropriations

The Police Department is in need of a new mobile radar speed sign to monitor various residential areas for excessive speeding. These signs also serve as a deterrent to speeding within the area they are placed. There are currently appropriations with the State Law Enforcement Trust Fund – 2250 which may be used for this purpose however the appropriations are not within the proper account. I am respectfully requesting a motion resolution to transfer appropriations in the amount \$7,500 from the Law Enforcement Trust Contract Services account 225.10.000.5205 to the Law Enforcement Trust Capital Equipment account 225.10.000.5510.

Update Item – Capital Needs Assessment & 2020 Budget

I have not received any questions or comments regarding the capital needs assessment.

August 5, 2019 was the official kick-off for the 2020 budget. Below is the preliminary schedule. This is the first year we will be preparing the budget in the new accounting system and I have left some room to shift dates should we encounter any unforeseen complications with the new software. We have performed testing in the new system and have not run into any problems so I am not anticipating any delays but there is always a possibility with new software. The budget book will not be printed this year instead it will be available electronically within your reports and posted to the City website.

Date	Milestone/Meeting
June 7	Administration Capital Needs Assessment kickoff
June 28	Capital Needs Assessment project sheets due to Finance
July 8	<i>Council Committee Meeting</i> Tax Budget (based on Sustainable Operating Model) provided to Council for review and adoption
July 15	<i>Formal City Council Meeting</i> Council adoption of Tax budget by motion resolution
July 22	<i>Council Committee Meeting</i> 2020-2024 Capital Needs Assessment presented to Council
July 26	2020 Budget Projection loaded into train environment in accounting system to test before official kickoff
August 5	Administration Budget kickoff 2020 Budget Projection loaded into accounting system for departments to begin working on operating budgets.
August 26	All 2020 operating budget requests to Directors in accounting system.
September 9	Directors final operating requests to Finance in accounting system.
September 9 – October 11	Finance uses the accounting system to compile all requests and coordinates meetings with Directors and the Mayor to discuss requests and finalizes budget book.

October 14	<i>Council Committee Meeting</i> Budget request provided to Council
October 21	<i>Formal City Council Meeting</i> Overview presentation from Administration
October 28	<i>Council Committee Meeting</i> Budget discussion Administration prepared to answer Council questions
November 4	<i>Formal City Council Meeting</i> Public comment permitted
November 11	<i>Council Committee Meeting</i> Budget discussion Administration prepared to answer Council questions
November 25	<i>Council Committee Meeting</i> Budget discussion Administration prepared to answer Council questions
December 2	<i>Formal City Council Meeting</i> Public comment permitted
December 9	<i>Council Committee Meeting</i> Budget discussion Administration prepared to answer Council questions
December 16	<i>Formal City Council Meeting</i> Council approves the 2020 Appropriation Ordinance